



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6184 FAX (208)234-6586

### APPLICATION FOR ZONE MAP & COMPREHENSIVE PLAN AMENDMENT

*Dates for public hearing or Council consideration will not be scheduled until the application is deemed complete.*

**Submittal Date:** \_\_\_\_\_ **PZC Date:** \_\_\_\_\_ **Application No:** \_\_\_\_\_

**Submittal Approved by:** \_\_\_\_\_ **Council Date:** \_\_\_\_\_ **Receipt Date:** \_\_\_\_\_

Plan Fee: \$785.00 (Rezone Only)  
Plan Fee: \$785.00 (Comp Plan Change Only)  
Plan Fee: \$1,570.00 (Combined Request)

\$785 or \$1,570 + ( \_\_\_\_\_ addresses x \$3.00 = \$ \_\_\_\_\_ ) + Survey Accuracy Review \$200 = Total Due \$ \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_  
Street address \_\_\_\_\_  
City, ST, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Representative:**

Name: \_\_\_\_\_  
Street address \_\_\_\_\_  
City, ST, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Project Information:**

Existing Zoning: \_\_\_\_\_ Comp. Plan Land Use Designation: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Does the proposed zone change require a concurrent Comprehensive Plan Land Use Map amendment? Yes  No

If yes, what designation is requested? \_\_\_\_\_ Please provide the information requested in # 7 & 8 below.

**THE FOLLOWING INFORMATION MUST ACCOMPANY EACH APPLICATION TO BE COMPLETE**

- A. All required filing fees must be paid and all required information must be submitted with your application.
- B. Applicant is required to provide **two sets of typed, self-adhesive mailing labels** of all the names and addresses of the property owners of record within the land being considered and located within 300 feet of the boundaries of the project site. A charge of \$3.00 per property owner is required (2 notices will be sent). A signed Affidavit of Mailing List must also be submitted (attached).

- C. Two (2) area plans, one (1) measuring 8-1/2" x 11" and one (1) 18" x 24" (or larger), which describe the proposal and contain the following information:
  - 1. Location of adjoining streets (including public improvements), alleys, and property lines.
  - 2. Identification of surrounding zoning designations.
- D. A title report, property deed, or other legal documentation of ownership of the site in question, whether freehold, option, or lease.
- E. A written analysis of the request must address the following issues:
  - 1. Describe how the proposed zoning or Comprehensive Plan map change would be in the community's best interest.
  - 2. Describe how would the list of permitted by the Zoning Ordinance would blend with surrounding uses.
  - 3. Describe if the subject site is physically suitable for the type and intensity of land uses permitted under the proposed zoning district.
  - 4. Describe if the uses permitted in the proposed zoning district would be adequately served by public facilities and services such as thoroughfares, police and fire protection, drainage, refuse disposal, water, sewer and schools to ensure the public health, safety and general welfare.
  - 5. Describe if the uses permitted in the proposed zoning district would be compatible in terms of their scale, mass, coverage, density and intensity with adjacent land uses.
  - 6. Describe whether the proposed zoning designation is consistent with the Comprehensive Plan Land Use Map designation.
  - 7. If this is a request for a Comprehensive Plan change, is it to correct an error in the Plan? If yes, please describe the error.
  - 8. If this is a request for a Comprehensive Plan change, is it to recognize substantial changes in the actual conditions of the area? If yes, please describe the changes.

**The approval of this application does not permit the violation of any federal or state codes, any section of the Building Code, or other Pocatello Municipal Codes as adopted. Approval of this application does not exempt applicant from the provisions of the federal Fair Housing Act or ADA requirements. Further, other conditions, requirements, etc. may be imposed as part of the building permit process.**

**This application shall not be considered complete (nor will a hearing before the Planning & Zoning Commission or the City Council be scheduled) until all required information has been submitted and verified along with applicable fees.**

**I hereby acknowledge that I have read this application and state that the above information is correct, and I agree to the above terms and conditions. I am also aware the applicant or a representative must be present at the public hearings.**

Signature of Applicant: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

**\* A sign giving public notice will be posted at the proposed site during the course of these proceedings.**



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### AFFIDAVIT OF MAILING LIST – REZONE / COMPREHENSIVE PLAN AMENDMENT

1. The undersigned is the applicant or authorized representative of the applicant.
2. It is understood that the City of Pocatello requires the applicant to provide two sets of mailing labels of all the property owners of record with mailing addresses located within 300 feet of the boundaries of the project site and \$3.00 fee per address. The list shall be based on the most current equalized assessment rolls at the Bannock County Assessor's Office.\* This list and fee will be used to send two (2) notices of public hearing required to process the application.
3. This is to certify that the persons named, together with their mailing addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and mailing addresses are set forth on the latest equalized assessment rolls of the Bannock County Assessor's Office.
4. The foregoing is true under penalty of perjury.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\* To ensure proper noticing, Bannock County Assessor records, rather than information from the online parcel map, must be used.**